

**GUIDELINES FOR COURT INTERPRETERS
FOR CRIMINAL CASES
FAIRFAX COUNTY CIRCUIT COURT
Effective 7/1/2001**

The Fairfax County Circuit Court establishes these guidelines. The Criminal Division currently monitors the hiring and payment of interpreters. Any questions regarding these guidelines should be directed, in writing, to the Clerk of the Court, John T. Frey.

Court interpreters desiring to provide services to the Civil and Criminal Divisions of the Fairfax Circuit Court must abide by these guidelines and sign the attached acknowledgement.

GUIDELINES:

I. Payment Schedule:

- A. The Court allows a two-hour minimum billing per day for services provided in court at the rate of \$70 per hour. The Court has established a maximum rate of \$330 per day per interpreter. A full day is eight working hours (not including lunchtime). There is also an allowable maximum half-day rate of four hours (not including lunch) of \$230 for the period of 8:30 a.m. through 12:30 p.m. or 9:30 a.m. through 1:30 p.m. Services may include attorney/client interviews scheduled during the day as well as in-court proceedings.
- B. When an interpreter is scheduled for court and conducts attorney or other client interviews it is considered a part of normally scheduled duties, **not** to be billed separately.
- C. The interpreter must complete and sign the "DC-44 Form" and the "DC-40 Form". All payments will be based on the daily "Sign-In/Sign-Out" sheet and submission of the "DC-44 Form" and "DC-40 Form" at the conclusion of services each day.

II. Availability:

- A. Interpreters providing services at the Fairfax County Circuit Court must sign in when they arrive or return from lunch and sign out when they leave or go to lunch. A "Sign-In/Sign-Out" sheet will be available in the Criminal Division each day. Also, the "DC-44 Form" and "DC-40 Form" must be provided to the Criminal Division or in the courtroom at the conclusion of the scheduled day.

- B. Interpreters are to be available to interpret during the entire period for which they are billing the court, even after the completion of their original case(s) if they are still within the minimum two-hour billing period. This includes requests for services in court, counter assistance, jail visits, attorney/client interviews, or requests for assistance by any office of the Circuit Court. Payments will be based on the sign-in/sign-out times recorded in the log.
- C. **Jail visit payments will be based on the sign-in/sign out log at the jail.**
- D. Interpreters scheduled by the Circuit Court Docket Clerk may charge only for court services provided during the period scheduled for the Circuit Court. He/she may not charge the court for travelling time or expenses. If an interpreter is requested to provide services to General District Court or J&DR Court, he or she **may not charge for such services** while under the employment of the Circuit Court.

III. Scheduling:

- A. The Docket Clerk will contact court interpreters to schedule them for court appearances. Once an interpreter agrees to accept an assignment, he/she must appear on the scheduled court day. Interpreters are **not** to accept request for interpretation from attorneys unless the attorney has made arrangement to pay the interpreter. The Court will only pay for court appearances scheduled by the Docket Clerk.
- B. If an interpreter must cancel an assignment, he/she must give sufficient notice (minimum of 48 hours) to the Docket Clerk. The Docket Clerk will then locate a replacement. In case of emergency, when there is not sufficient time to notify the Docket Clerk, an interpreter may call a substitute who has been certified by the Virginia Supreme Court (Spanish interpreters only) or for other languages persons on the approved list provided by the Court. Cancellations by the interpreters will be noted and addressed. If the interpreter is found to be unreliable, his/her service may be terminated.
- C. Interpreters are to call the Docket Clerk at least one day prior to the scheduled court date to confirm his/her assignment to determine if the case is still pending. **Failure to confirm the assignment may result in non-payment.**

NOTE: Interpreters providing jail visit and office visit services are not automatically assigned to that particular case.

IV. Billing Procedures:

- A.** Interpreters will use the required forms, “DC-44” and "DC-40". Blank forms are available at the Criminal Division.
- B.** It is the responsibility of each interpreter to turn in the “DC-44” and "DC-40" forms to the Court Clerk in the courtroom or at the Criminal Division window.
- C.** You must list all cases that you interpreted for each day that you are scheduled. The case information shall be recorded on the “DC-44” and "DC-40" forms, with the signature of the Courtroom Clerk. Please use separate forms for each case.

All jail interviews or attorney/client interviews must be listed individually with the attorney's signature and printed name.

- D.** Billings may be rounded up to the **closest half-hour**.
- E.** All entries on the “DC-44” and "DC-40" forms must be recorded **legibly and accurately**. Please **print** the defendant's last name, first name, and middle initial. Ensure the Case Number is accurate by checking the posted docket and that the judge or his/her clerk has signed the form for in-court proceedings.
- F.** Interpreter must sign the “DC-44” and "DC-40" forms to indicate that he/she provided the service to the court on the specified case(s).

ACKNOWLEDGEMENT

I agree to abide by all guidelines listed in the "Guidelines for Court Interpreters for Criminal Cases in the Fairfax County Circuit Court" and understand that failure to do so will result in termination of my services for the Fairfax County Circuit Court.

Print Full Name

Signature

Date

Witness

Signature

Date